

24 October 1963 *cc3*

OFFICE OF PERSONNEL MEMORANDUM NO. 20-51-1

SUBJECT: Detailed Civilian Personnel

25X1 REFERENCE: Subparagraphs [] Personnel Detailed to or
from the Agency, dated 26 April 1963.

RESCISSION: OPM 20-950-2, Civilian Personnel Detailed from Other Government
Establishments, dated 2 July 1957.

1. GENERAL

This memorandum prescribes the procedures for the administration of civilian personnel detailed to the Agency from other Federal establishments (Details In) and Agency civilian personnel who are formally detailed for extended service to other Federal organizations (Details Out). These procedures are designed to carry out the responsibilities of the Director of Personnel as contained in referenced regulation for procurement of Details In and for liaison activities with other Government agencies and coordination within the Agency to effect both Details In and Details Out.

2. RESPONSIBILITIES

- a. The Chiefs of the Personnel Operations Division (POD) and the Clandestine Services Personnel Division (CSPD) are responsible for ascertaining that the Detail In requested by their respective Agency component possesses the requisite qualifications and experience to carry out the proposed assignment. These Division Chiefs will also ensure that Operating Officials who will supervise the individual (Detail In) are made cognizant of their responsibility to meet all administrative requirements set forth in the agreement effecting the detail.
- b. The Chief, Outplacement Service, POD, is responsible for the liaison with other Federal organizations and preparation of written agreements for both Details In and Out. He will also ensure coordination within the Agency in effecting details. He will prepare all official correspondence and annual and semiannual reports and maintain appropriate statistical records and files regarding civilian details.

3. PROCEDURES

a. Details In.

- 25X1 (1) Requests from Operating Officials or Heads of Career Services for Details In shall be routed initially to the appropriate Division Chief (POD or CSPD) for approval. The request will normally be in

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the form of a completed Form 1152, Request for Personnel Action, accomplished as provided in [] and accompanied by a memorandum of justification. The Division Chief concerned will determine whether the proposed action is in accord with current administrative policies.

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- (2) Upon approval of the request for a detail, the Chief, Outplacement Service, will negotiate with the appropriate Government organization and formalize the necessary agreement to effect the detail. Examples of typical items contained in such agreements are: general nature of assignment and duration of detail; category, whether reimbursable or non-reimbursable, including any special financial arrangements the case may warrant; requirements regarding Fitness Reports or similar job performance data; any permissive features regarding the use of the detail on other assignments such as TDY trips or overseas tours; arrangements to follow in regard to terminating or extending the detail. Specific aspects of the agreement will be fully coordinated with the Office of the Comptroller prior to finalizing the agreement.
- (3) The Chief, Outplacement Service, will advise the Operating Official or Head of the Career Service that his request for a detail has been approved or inform him of any difficulties encountered in negotiating for the detail.
- (4) Prior to finalizing the agreement to obtain a detail, the Chief, Outplacement Service, POD, will arrange for the required medical and security processing of the detail.

b. Details Out

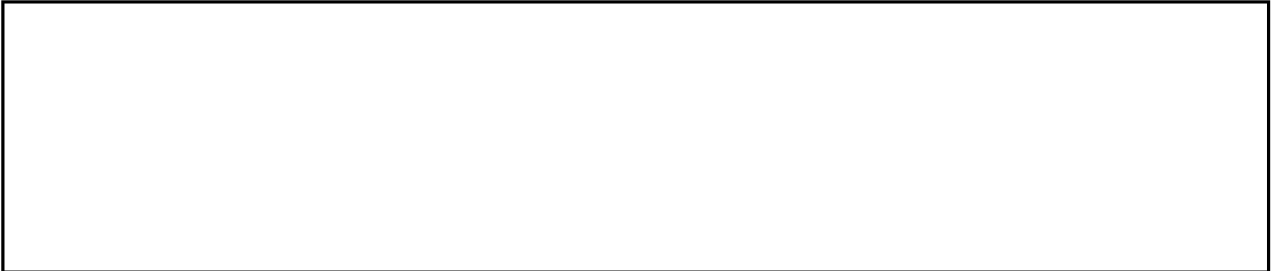
- (1) Requests from Operating Officials or Heads of Career Services to effect a Detail Out shall be initially routed to the Chief, Outplacement Service. This request should be in the form of a completed Form 1152, accomplished as provided in [] and accompanied by a memorandum of explanation.
- (2) Chief, Outplacement Service, will coordinate these requests with Chief, POD, and/or Chief, CSPD, before negotiating an agreement with the Federal agency concerned. He will advise the requestor of final approval or of any difficulties which may develop during the negotiation.

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c. Terminations or Extensions of Details

The Chief, Outplacement Service, will coordinate the termination or extension of existing agreements on Details In or Details Out upon advice from the appropriate Operating Official or Head of Career Service.

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Director of Personnel